

City of Northampton, Massachusetts
BIRTH CERTIFICATE REQUEST FORM

You must submit the following with this form:

1. **A photocopy of your valid State ID, Federal ID, or school ID.**
2. Payment of \$15 per copy **CASH or MONEY ORDER ONLY** (We DO NOT accept personal checks. Money Orders should be made out to "City of Northampton")
3. A self-addressed & stamped envelope for us to send your record back to you.

Mail to: Northampton City Clerk
City Hall, Room 4
210 Main Street
Northampton, MA 01060

Requests submitted through the mail will be processed on the date they are received. Please note certain records are restricted to only parties listed on the record and will require photo identification.

Information of person on the record of birth:

First

Middle

Last

Date of Birth

Information of parents on record (please provide if available):

Full Maiden Name of Mother (First, Middle, Last)

Full Name of Father, Second Parent or Co-Parent (First, Middle, Last)

Requestor's Information:

Phone Number

Email address

Signature of Requester
(WRITTEN - NOT TYPED)

Relationship to Name on Record (ex: Self, Parent, Sibling)

How would you like to receive your record?

- ☐ City Hall Pick-Up Window (upon receipt of this form you will be contacted by our office to arrange a scheduled appointment.)
- ☐ By Mail

Return Mailing Address:

